

# INDIVIDUAL DEVELOPMENT PLAN

(Instructions on Reverse)

1. EMPLOYEE'S NAME

2. SOCIAL SECURITY NUMBER

## PRIVACY ACT STATEMENT

**General** - This Information is provided pursuant to Public Law 93 - 570 (Privacy Act of 1974).  
**Authority** - Government Employees Training Act of 1958 (U.S. Code, Title 5, sec. 4101 to 4118).  
**Purpose and Uses** - The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training, and it serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Personnel Data File.  
**Effects of Nondisclosure** - Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

3. CURRENT POSITION TITLE, SERIES AND GRADE

4. ORGANIZATION

5. DEVELOPMENTAL EXPERIENCES NEEDED FOR (Check One)

- ☐ a. MORE EFFECTIVE PERFORMANCE IN PRESENT OR FUTURE POSITION (S)  
☐ b. NO FURTHER CAREER DEVELOPMENT DESIRED / NEEDED AT PRESENT TIME

## 6. DEVELOPMENTAL OBJECTIVES / GOALS

a. SHORT RUN (Forthcoming Year)

b. LONG RUN (Following Three Years)

## 7. METHOD OF ACCOMPLISHMENT OF OBJECTIVES / GOALS

a. DEVELOPMENTAL ASSIGNMENTS  
(Include scheduled dates and facilities)

b. FORMAL TRAINING  
(Include scheduled dates and facilities)

c. OTHER ACTIVITIES  
(Include scheduled dates and describe activities)

## 8. REMARKS

9. EMPLOYEE'S SIGNATURE (IDP concurred in by employee)

Date

10. Supervisor's Signature (IDP concurred in by supervisor)

Date